

MPG 7120.3

REVISION C

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MARSHALL PROCEDURES AND GUIDELINES

ED01

DATA MANAGEMENT, PROGRAMS / PROJECTS

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Status (Baseline / Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	This document expands program/project documentation and data control to all elements of data management, including identification/definition, preparation and disposition and incorporates the control requirements of MSFC-P05.1.
Revision	A	8/16/99	Revised to call out MWI 7120.5, in paragraphs P.4 and 2.1.2
Revision	B	3/6/00	Deleted reference to canceled document MMI 2210.3 and revised paragraph 3.4.1.2 relative to limited rights data.
Revision	C	7/10/00	Paragraphs P.4.h and 3.4.1.2 changed the applicable Export Control documents from MWI 2190.1 to MPD 2190.1 and MPG 2190.1.

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PREFACE

P.1 PURPOSE

This Marshall Procedures and Guidelines (MPG) establishes the responsibilities and procedures for identifying/defining, preparing, controlling, and dispositioning all program and project data.

P.2 APPLICABILITY

This MPG is applicable to all Marshall Space Flight Center (MSFC) organizations which manage programs, projects, and activities. Program/project data includes all data required for the definition of the product and the management of the program/project.

P.3 AUTHORITY

- a. NPD 7120.4, "Program/Project Management"
- b. MPD 1280.1, "Marshall Management Manual"

P.4 APPLICABLE DOCUMENTS

- a. NPG 1441.1, "NASA Records Retention Schedules (NRRS)"
- b. MPD 2210.1, "Documentation Input and Output of the MSFC Documentation Repository"
- c. MPG 1440.2, "MSFC Records Management Program"
- d. MPG 5000.1, "Purchasing"
- e. MPG 8040.1, "Configuration Management, MSFC Programs/Projects"
- f. MPG 1280.4, "MSFC Corrective Action System"
- g. MWI 1280.4, "MSFC Quality System Deficiency Notice System"
- h. MPD 2190.1, "MSFC Export Control Program"
- i. MPG 2190.1, "MSFC Export Control Program"
- j. MWI 7120.2, "Data Requirements Identification/Definition"

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- k. MWI 7120.3, "Program/Project Data System (PDS)"
- l. MWI 7120.4, "Documentation Preparation, Programs/Projects"
- m. MPG 1420.1, "MSFC Forms Management Program"
- n. MPG 2220.1, "Scientific and Technical Publications"
- o. MWI 7120.5, "Data Management Plans, Programs/Projects"
- p. MWI 2210.1, "MSFC Documentation Repository Input/Output and Data Management Project Requests"

P.5 REFERENCES

None

P.6 CANCELLATION

MPG 7120.3B dated March 6, 2000

Original Signed by
Sidney P. Saucier for

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Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Center Data Requirements Manager (CDRM). A specific organization or individual appointed to carry out the Center's responsibility for development and maintenance of Center data requirements. The CDRM has the requisite authority to coordinate internal MSFC data requirement activities.

1.2 Controlled Electronic Version. The official electronic file accessible from the Master List controlled by an organization. A copy printed from the electronic system is uncontrolled (although it may be correct).

1.3 Controlled Nonelectronic Version. The official controlled version of data shown on the Master List that is not available in electronic media.

1.4 Correct Version. The version available full-text, or a version identical to this version, from an electronic library and/or all applicable versions cited on the Master List(s) or the signed original document, or a copy identical to the signed original, cited on the Master List(s). In the case of external documents, the correct version is the one identified as correct by the Office of Primary Responsibility or Master List Custodians on the Master List.

1.5 Customer and/or External Documents. Documents, including standards and specifications, which come from an external source that are included as part of the Quality Management System. Examples include military specifications and industry standards.

1.6 Data Manager. An individual appointed to establish and administer the data management activities for a specific program, project, activity, or contract.

1.7 Guideline. A document used for reference; control of the document is not required.

1.8 Historical Document. Any obsolete or canceled document retained for historical reference.

1.9 Limited Applicability. Applies to marking/using superseded or obsolete documents; user must have documented authority to use previous/obsolete documents.

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1.10 Master List(s). Controlled list(s) of data/documents, including applicable documents, which identifies the correct version status of the data.

1.11 Master List Custodian(s). Individual(s) assigned to create and update an organization's master list(s) each time a document is added, revised, or canceled.

1.12 Office of Primary Responsibility (OPR). The organization with primary responsibility for specific data items and the content or the organizations responsible for the process represented by the document.

1.13 OPR Designee. Individual(s) appointed by the office of primary responsibility who is responsible for a specific data item within his or her area.

1.14 Program/Project Data. Program/project data includes all data required for the definition of the product and the management of the program/project.

1.15 Reference Document. A document used as a guideline; referenced documents may not be controlled. Referenced documents shall be identified as such in the text of the document/data.

1.16 Repository. A central, accessible location in an organization for storing and controlling documents and data.

1.17 Revision. Any change, modification, or newly edited version of a document.

1.18 Uncontrolled Copies. Copies printed from the Master List system or copies of the signed original document

1.19 User. Any person who uses or refers to any document during the performance of a specific task.

2. RESPONSIBILITIES

2.1 Program or Project Manager. The Program or Project Manager, or designated personnel, shall:

2.1.1 Ensure the program's or project's data, including external data, has been identified, defined, prepared, controlled, and dispositioned in accordance with Center policies and procedures.

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2.1.2 Ensure that a Data Manager is appointed and a Data Management Plan is developed in accordance with MWI 7120.5 and maintained to document and implement Program or Project Data Management.

2.1.3 Ensure an OPR designee is assigned for all data. More than one person may be assigned to assist with data activity.

2.1.4 Ensure that personnel are assigned to review data for adequacy prior to issue to perform work.

2.1.5 Ensure that the same functions/organizations that performed the original review and approval are assigned to review changes or revisions to, and cancellations of data, unless specifically designated otherwise, prior to issue to perform work.

2.1.6 Review for adequacy and act as the approving authority, or designate personnel, for baselines, any subsequent changes or revisions, and cancellations of data prior to issue to perform work.

2.1.7 Ensure pertinent issues of data are accessible at all locations where operations essential to the effective functioning of the program/project are performed.

2.1.8 Where previous/obsolete versions or multiple versions have applicability, clearly identify the intended use of each version (e.g., on the Master List(s), on the document, in a memorandum, task agreement, contracts, etc.).

2.1.9 Ensure that program/project documents are not used to cover matters involving working conditions of MSFC employees without prior concurrence of the Manager, Human Resources Department.

2.2 Center Data Requirements Manager. An individual of the Engineering Systems Department, Configuration and Data Management Group (formerly EL31), shall serve as the CDRM responsible for implementation and administration of Centerwide data requirements identification and definition.

2.3 Data Manager (DM). The Data Manager shall support the Program/Project Manager in the development and implementation of a specific program/project's data management.

2.4 Master List Custodian(s). The Master List Custodian(s) shall establish and maintain master list(s) as assigned by the

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Program/Project Manager(s). The List(s) shall be readily accessible to users to preclude the use of invalid and/or obsolete documents. Promptly remove invalid and/or obsolete documents. When time criticality of information in electronic-based data warrants, ensure backup of the correct version(s) will be readily available in contingency situations.

2.5 OPR or OPR designee. The OPR or OPR designee shall identify, prepare, control, and disposition all program/project data in accordance with this MPG and the program or project-specific Data Management Plan(DMP). Where feasible, the nature of a change or revision shall be identified in the data or document or in an attachment. The OPR designee shall ensure pertinent background information is provided for the review and approval of data. For nonelectronic documents, create and maintain distribution list(s) or documented records of distribution, updating as required.

2.6 Procurement Office Personnel. The Procurement Office personnel shall be responsible for ensuring that data requirements are properly invoked as contractual documents.

2.7 User. All users of program/project data shall ensure against unintended use of any previous/obsolete versions in accordance with this MPG and the program/project-specific DMP.

3. PROCEDURE

3.1 Data Management Planning. The Program/Project Manager shall appoint a Data Manager (DM) to develop and implement program/project data management.

3.1.1 Data Management Plan. Program/Project Manager and/or Data Manager shall develop a DMP that describes the implementation of the data management requirements in compliance with the overall program's policies and procedures. The plan shall identify/define requirements, establish preparation and control requirements, and disposition processes.

3.2 Identification/Definition. The Program/Project Manager, supported by the Data Manager, shall identify overall data requirements during the formulation phase by reviewing the program/project life cycle to determine needs. To ensure completeness and eliminate duplication, data requirements may be reviewed prior to implementation by a data review board. In addition, each requirement shall have an OPR, OPR designee, and submission/frequency established. Requirements shall be defined

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in accordance with MWI 7120.2. The CDRM shall develop and maintain standard data requirement descriptions, data requirements work instructions, and provide support to the Program/Project Managers and DM's in the application of data requirements. The definition of data in acquisitions shall be in accordance with MPG 5000.1 and MWI 7120.2.

3.3 Preparation. The OPR designee shall prepare data internal to MSFC in accordance with the project-specific DMP and MWI 7120.4. Contractor-prepared data shall be in accordance with the Data Requirement Description (DRD) of the specific Data Procurement Document. Contractor format shall be acceptable wherever possible.

3.4 Control.

3.4.1 The Program/Project Manager, supported by the Data Manager, shall:

3.4.1.1 Establish and document in the DMP control processes consistent with this MPG and MPD 1280.1. The Program/Project DMP may point to MWI 7120.3 to document that process if the Program/Project Data System is utilized. Control of guidelines and reference documents is not required.

3.4.1.2 Implement controls for import/export established by the program/project plan in accordance with MPD 2190.1 and MPG 2190.1.

3.4.1.3 Implement controls for proprietary information/property established by the program/project plan.

3.4.1.4 Implement controls for configuration data in accordance with MPG 8040.1 and associated work instructions.

3.4.1.5 Utilize prescribed forms and authorization of requests for new or revised forms in accordance with MPG 1420.1. Control and use of project-specific forms shall be documented in the DMP.

3.4.1.6 Establish Master List(s) and designate Master List Custodian(s).

3.4.2 The Master List Custodian shall maintain Master Lists(s) of program/project documentation, applicable documents, and document information. The Master List(s) shall provide, as a minimum, the following five (5) items of information: (1) unique document number, (2) revision level of the correct version, (3) document title/subject, (4) effective date, and (5) OPR

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organizational code or proper identification. The Master List shall also provide the following information for applicable documents: (1) unique document number, (2) revision level of the correct version, or a pointer to the location where the revision level of the correct version or the correct version itself may be found, and (3) document title. The document location, either physical or electronic, at which users will retrieve the correct version of the data, may be included on the Master List(s). In electronic Master Lists, a direct electronic (hypertext) link to the correct data or its controlling master list may be provided and is preferred. Draft data will not be included on the same Master List(s) as approved data.

3.4.3 The OPR designee shall provide pertinent background information for review and approval of the data.

3.4.4 Assurance Against Unintended Use of Obsolete Documents.

3.4.4.1 Users shall verify correct version of a document is used in the work being performed by checking revision status on the master list.

3.4.4.2 To ensure against unintended use of any previous/obsolete version of a document, all users shall comply with the following provisions: (1) destroy the document, or (2) mark if retained, e.g., "FOR HISTORICAL PURPOSES ONLY," "FOR LIMITED APPLICABILITY," "REFERENCE," etc. (e.g., on the face of the document, a file cabinet or drawer, a bookcase or shelf, or (3) otherwise suitably identify (e.g., via explanation).

3.4.4.3 Users shall ensure that authority to use versions other than the current version is documented by contractual arrangement, customer agreement, or other authority.

3.5 Disposition. Program/Project Managers, supported by the Data Manager, shall:

3.5.1 Establish and document in the DMP, records custodians, locations, and any project unique records management requirements.

3.5.2 Manage and disposition all records in accordance with MPG 1440.2.

3.5.3 Establish a plan for use of the MSFC Repository, if applicable, in accordance with MPD 2210.1/MWI 2210.1.

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3.5.4 Publish or make available all documents containing scientific and technical information produced under MSFC sponsorship in accordance MPG 2220.1.

3.6 Reporting Program/Project Data Management Deficiencies. Any person may report a deficiency in accordance with MPG 1280.4 and MWI 1280.4.

4. RECORDS

Records shall be identified and dispositioned in accordance with MPG 1440.2. The records shall be retained in accordance with NPG 1441.1, Schedules 7 and 8. The program/project-specific DMP shall establish records custodians, locations, and any project-unique records management requirements. All custodians must have approved records plans with copies of those plans submitted to the applicable program/project office.

5. FLOW DIAGRAM

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